

**Memorandum of Understanding
Program Development Between
VA Northern California Health Care System (VANCHCS) Research
Service
and _____,**

This MEMORANDUM OF UNDERSTANDING is designed to establish an understanding through mutual cooperation in establishment of the continuing development of a Research Compliance Management System (RCMS) for transfer of data from the VANCHCS to _____.

Transfer and Storage Process

- 1. PURPOSE:** To establish a process for the transfer of research data from the VA Northern California Health Care System (VANCHCS) Research Service to _____. The data, in turn, are used to develop and enhance software used by the VANCHCS Research Service for compliance management of its research program.

- 2. POLICY:** VANCHCS Research Service and _____ recognize that, in accordance with Federal laws, VA and VHA policies and regulations, the information transferred is confidential and must be protected from disclosure, destruction, and/or inappropriate access. In recognition of this responsibility, _____ has developed a process approved by the VANCHCS Research Service to transfer and store data at its location.

- 3. PROCEDURES:**
 - A. Transfer of Data:** Data files housed on the VANCHCS Research Service server are zipped and encrypted using 256-bit AES encryption before transfer. The zip file itself and all files within the zip file are encrypted. The zip file is transferred by FTP to the _____ server. WinZip 10.0 or higher has integrated 256 AES encryption. No PHI data are transferred.

 - B. Storage of Data:** All hard drives on all _____ computers are FIPS 140-2 encrypted. As received, files on the server are extracted to a workstation. The software used is PGP.

C. Destruction of data: New data overwrites old data. Hard drive disposal will be through an approved VA Sanitization process (DOD approved wiping protocol).

4. Responsibilities:

A. The VANCHCS ISO is responsible for overall coordination and monitoring of this policy.

B. _____ is responsible for the secure transfer and storage of data utilizing approved encryption methods.

5. FOLLOW-UP: This MOU is valid for three (3) years after the last date on the signature lines below. At that time it will be updated, reviewed and reauthorized. Either party may terminate this agreement upon 30 days advanced notice in writing or in the event of a security incident that necessitates an immediate response.

6. VANCHCS POC:

Lori Churby
Acting Administrative Officer (AO)
150 Muir Road
Martinez, CA 94533
925-372-2276
Lori.churby@va.gov

7. Vendor Information

8. Security Incidents

A security incident will be reported by telephone or e-mail within 24 hours to the ISO listed within this MOU so the other party may take steps to determine whether its system has been compromised and to take appropriate security precautions. Upon notification, the VA ISO will log an incident reported by _____ within 1 hour to the VA NSOC for documentation and action. The system owner will receive formal notification in writing within twenty-four (24) hours of the detection of the incident(s).

9. Personnel Changes

The parties agree to provide notification of the separation or long-term absence of their respective system owner or technical lead. In addition, both parties will provide notification of any changes in point of contact information. Both parties also will provide notification of changes to user profiles, including users who resign or change job responsibilities.

Brian O'Neill, MD
Director VANCHCS

Date

Company Contact

Date